

Applicant Instructions

To search for all state government jobs, both full-time and intermittent positions, go to <http://www.in.gov/jobs/>. On the left side of the web page, select *Employment Opportunities*. Then click *Apply Now* (middle/center of the webpage).

A new web browser will open in which the applicant can log on with an existing user name and password. The applicant may also search the job bank under “*basic and/or advance job search*” prior to logging in or creating an account. First time users should click “Register Now” to create an online profile.

Current state government employees will need to know their PeopleSoft user name and password for access the Job Bank. If the applicant can't remember the user name and password, he/she should contact the IOT Helpdesk at 317-234-HELP or helpdesk@iot.in.gov

The screenshot shows the Indiana State Personnel Department website in a Microsoft Internet Explorer browser window. The address bar displays <http://www.in.gov/spd/2334.htm>. The website features the IN.gov logo and a navigation menu with links to various state departments. The main content area is titled "Employment Opportunities" and includes a sidebar with links to "SPD Home", "About", "Calendar", "Forms", "Contact Us", "Job Seekers", "Explore State Employment", "Employment Opportunities", "Summer Internships", "Current Employees", "Benefits", "Current Employees Job Bank", "Onboarding", "Programs & Events", "Policies & Procedures", and "Training". The main content area also features a "Find a career with Indiana State Government" section with a list of job categories and a "Find out more!" link. A "State Employee" section is visible at the bottom left.

The screenshot shows the Oracle HRMS website in a Microsoft Internet Explorer browser window. The address bar displays https://hr.gmis.in.gov/psp/guest/EMPLOYEE/HRMS/c/HRM_HRAM.HRS_CE.GBL?Page=HRM_CE_HM_PRE&Action=A&SiteId=1. The website features the Oracle logo and a navigation menu with links to "Menu", "Search", "Recruiting", and "Careers". The main content area is titled "State of Indiana Job Fair" and includes a "Careers" section with a "Basic Job Search" form and a "Login" form. The "Basic Job Search" form includes fields for "Keywords:", "Posted:" (with a dropdown menu set to "Last Three Months"), and a "Search" button. The "Login" form includes fields for "User Name:" and "Password:", and a "Login" button. A "Frequently Asked Questions" link is also present. The bottom of the page shows a "Latest Job Postings" section with a "First" button and a "Next" button.